



EMPLOYABILITY SKILLS - (534D3A)-Question Bank

UNIT I: INTRODUCTION TO EMPLOYABILITY SKILLS

PART A

1. Define employability skills.
2. What are hard skills? Give two examples.
3. Distinguish between soft skills and hard skills.
4. What is meant by vocational skills?
5. List any four employability attributes.

PART B

1. Explain the difference between employability skills and vocational skills with suitable examples.
2. Analyze how employability differs from employment in the current job market.
3. Discuss the importance of soft skills in today's workplace with relevant examples.
4. Compare and contrast hard skills and soft skills in the context of career development.
5. Examine the key employability attributes required for success in modern organizations.

PART C

1. Evaluate the role of employability skills in enhancing career prospects for fresh graduates in the digital age.
2. Design a framework to assess employability attributes for entry-level positions in IT companies.
3. Critically analyze why many graduates possess technical qualifications but lack employability. Propose solutions.
4. Develop a comprehensive training program to bridge the gap between vocational skills and employability skills.
5. Justify the statement: "Soft skills are more important than hard skills for long-term career success."

UNIT II: UNPACKING EMPLOYABILITY SKILLS

PART A

1. What are embedded employability skills?
2. Define task management skills.
3. List the dimensions of competency.
4. What is meant by contingency management skills?



5. State the meaning of job/role

environment skills.

PART B

1. Explain the concept of embedded employability skills with examples from workplace scenarios.
2. Discuss the various dimensions of competency required in professional settings.
3. Differentiate between task skills and task management skills with practical illustrations.
4. Analyze the importance of contingency management skills in handling workplace challenges.
5. Describe how job/role environment skills contribute to workplace adaptation and success.

PART C

1. Evaluate how task management skills can improve organizational productivity. Support with case examples.
2. Design a competency framework for a project manager role incorporating all dimensions of competency.
3. Assess the significance of contingency management skills in crisis situations with real-world examples.
4. Create a training module to develop job/role environment skills for new employees in a corporate setting.
5. Critically examine how embedded employability skills differ across various industries and job roles.

UNIT III: INTER-RELATIONSHIPS OF EMPLOYABILITY SKILLS

PART A

1. Define communication as an employability skill.
2. What is teamwork?
3. List any four employability skills that are interrelated.
4. What does self-management mean in a professional context?
5. State the importance of technology skills in the workplace.

PART B

1. Explain how communication skills enhance teamwork in organizations.
2. Discuss the relationship between problem-solving and initiative in workplace scenarios.
3. Analyze how planning and organizing skills contribute to effective self-management.
4. Describe the role of learning skills in adapting to technological changes at work.
5. Illustrate how enterprise skills relate to problem-solving and innovation in business.

PART C

1. Evaluate the interdependence of communication, teamwork, and problem-solving skills in project management.



2. Design an integrated approach to develop multiple employability skills simultaneously in students.
3. Assess how technology skills influence and enhance other employability skills in the digital workplace.
4. Create a model demonstrating the interconnections between all eight employability skills mentioned.
5. Critically analyze a workplace scenario where lack of integration between employability skills led to failure.

UNIT IV: RESUME WRITING

PART A

1. What is a resume?
2. List any four features of a good resume.
3. Define professional etiquette.
4. What dress code is appropriate for job interviews?
5. Mention two etiquettes to be followed during the employment-seeking process.

PART B

1. Explain the key features that make a resume effective and professional.
2. Discuss the importance of maintaining proper etiquette during the job application process.
3. Analyze the role of personal presentation (dress and cleanliness) in creating first impressions.
4. Describe the common mistakes candidates make in resume writing and how to avoid them.

5. Illustrate with examples how proper etiquette can influence hiring decisions.

PART C

1. Create a model resume for a fresh engineering graduate applying for a software developer position.
2. Evaluate different resume formats (chronological, functional, combination) and recommend the best format for career changers.
3. Design a comprehensive guide on professional etiquettes covering all stages of the employment seeking process.
4. Critically assess how resume writing practices have evolved with digital recruitment platforms.
5. Develop a checklist for self-assessment of resume quality and interview readiness including dress code and etiquette standards.